

JOB TITLE: Animal Control Attendant

SD/22

DEPARTMENT: Sheriff, Rutherford County

JOB SUMMARY: This position is responsible for the care of animals.

MAJOR DUTIES:

- o Ensures that animals are clean, fed, and in general good health.
- o Handles adoptions of animals; prepares and maintains records.
- o Selects sick and injured animals for euthanization.
- o Cleans and maintains cages and kennels.
- o Orders kennel and office supplies.
- o Coordinates repairs of department facilities and equipment.
- o Performs general housekeeping duties.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of euthanization procedures.
- o Knowledge of animal care, health, and disease.
- o Knowledge of department policies and procedures and relevant animal control policies and procedures.
- o Skill in operating a two-way radio.
- o Skill in handling animals.
- o Skill in interpersonal relations.
- o Skill in accurate record keeping.
- o Skill in operating general office equipment.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The supervisor assigns work in terms of somewhat general instructions. Completed work is spot-checked for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include county ordinances, department policies and procedures, and accepted animal care practices. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related duties in animal care.

SCOPE AND EFFECT: This position is responsible for caring for animals. Successful performance contributes to the health and safety of shelter animals.

PERSONAL CONTACTS: Contacts are typically with co-workers, animal owners, representatives of service and support agencies, vendors, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, use tools or equipment requiring a high degree of dexterity, distinguish between shades of color, and work with sick or frightened animals.

WORK ENVIRONMENT: The work is typically performed indoors and occasionally outdoors. The employee may be exposed to noise, dust, dirt, contagious diseases, irritating chemicals, and dangerous animals. The work requires the use of protective equipment and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o No experience requirements.